

Position vacancy:

Financial Management Analyst

Announcement #06-202

The U.S. Embassy in Tokyo is seeking an individual for the position of Financial Management Analyst in the Financial Management Center.

OPEN TO: All Interested Candidates
POSITION: **Financial Management Analyst** (Position number A53123)
* **FSN-7**, ** **FP-7** (Full Performance Level)
OPENING DATE: October 23, 2006
CLOSING DATE: November 6, 2006
WORK HOURS: Full Time 40 hours/week
SALARY: *Ordinarily Resident (OR) FSN-7 ¥6,650,137 p.a. (Starting salary)
(Position Grade: FSN-7)
**Not-Ordinarily Resident (NOR) FP-7 p.a. (Starting salary)
(Position Grade: FP-7 is confirmed by Washington)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All OR applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens & U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy. Please send by post, courier, e-mail, or fax. All applications received by the closing date will be accepted.

BASIC FUNCTION OF POSITION: The incumbent performs basic accounting services for several U.S. Government Agencies within the Mission. This position also monitors supplemental supporting accounts, including the Suspense Deposit Account (SDA); the Gift Fund Account; and Washington allotments. The incumbent serves as the principal person in charge of International Cooperative Administrative Support Services (ICASS) administrative work, such as collecting ICASS workload counts and keying the data into the ICASS budget software. This position also manages budget formulation and accounting for the Post Language Program (PLP) Direct Funding and serves as the principal analyst for the Defense Attaché Office (DAO) budget and accounts.

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

1. Education: University degree in Business/economics/financial-related course of study is required.
2. Prior Work Experience: Three years of progressively responsible financial analysis, budget, accounting, or other economic/financial-related work is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English is required.
4. Knowledge: Understanding of budget processes, general accounting procedures, and financial management procedures is required.
5. Skills and Abilities: Effective oral and written communication and excellent computer skills, including use of MS-Office, are required.

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

TO APPLY: Interested applicants must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *or*
2. A current resume or curriculum vitae that provides the same information as OF-612; *plus*
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214.
4. Ordinarily resident applicants, who are not citizens of Japan, must submit a copy of residency permit (visa). **The U.S. Embassy does not sponsor work visas in Japan.**
5. Any other documentation (e.g., test scores, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

Resumes may be sent to tokyorecruitment@state.gov with the understanding that the United States Government cannot guarantee the integrity, security, or privacy of information transmitted.

SUBMIT APPLICATION TO:

Human Resources Office

ATT: Elise Tokumasu

1-10-5, Akasaka, Minato-ku

Tokyo 107-8420

FAX: 03-3224-5818

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required work and/or residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and Uniformed Service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
4. EFM: Family Members at least 18 listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
5. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

CLOSING DATE FOR THIS POSITION: November 6, 2006

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